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2.1

**MINUTES
COMMITTEE OF THE WHOLE MEETING
Monday, September 24, 2012**

Present:

Trustee Brandt	Trustee Feldman
Trustee Grujanac	Trustee McDonough
Trustee Saltiel	Trustee Servi
Mayor Blomberg	Village Clerk Mastandrea
Village Manager Burke	Police Chief Kinsey
Director of Public Works Hughes	Director of Community Development McNellis
Village Attorney Simon	Village Treasurer Curtis
Director of Financial Systems Roelker	

ROLL CALL

Mayor Blomberg called the meeting to order at 7:05 p.m. and Village Clerk Mastandrea called the Roll.

APPROVAL OF MINUTES

2.1 Acceptance of the September 10, 2012 Committee of the Whole Meeting Minutes

2.11 The minutes of the September 10, 2012 Committee of the Whole Meeting were approved with the following changes: Item 3.21, paragraph one, fifth line should read “2011 budget request for LSA was \$20,000...” and Item 3.21, paragraph one, sixth line should read “an additional \$2,100 for the tree lighting celebration. Village Manager...”.

2.2 Acceptance of the September 10, 2012 Special Committee of the Whole Budget Meeting Minutes

2.21 The minutes of the September 10, 2012 Special Committee of the Whole Budget Meeting were approved with the following changes: Village Attorney Simon was not present.

3.0 ITEMS OF GENERAL BUSINESS

Planning, Zoning and Land Use

3.11 Consideration and discussion of a request for referral of an amendment to Ordinance No. 95-1401-31, which granted a Special use for a PUD for the Lincolnshire Retail Center at the Village Green, to permit revisions to the list of permitted and special uses, an amendment to the Tenant Signage Plan, and amendments to approved landscaping, for the property located at the northeast corner of Olde Half Day Road and Milwaukee Avenue (Village Green Baseline LP)

Director of Community Development McNellis said this is a request by the property owner, Village Green Baseline LP, to consider multiple amendments to their existing Planned Unit Development (PUD). The owners request adding fifteen permitted uses to the list of allowable uses for the development; however staff would note four of the requested uses are already permitted and two requested uses are currently treated as special uses. Staff has concern with authorization of any auto-oriented use on the property and would like to ensure the proposal to permit specialty fitness uses would be along the lines of a karate or yoga studio and not a mega-gym. Director of Community Development McNellis said Baseline requests an increase in the number of sit-down restaurants allowed on site and staff recommends only allowing four sit-down restaurants at this time due to potential parking concerns. Baseline is also requesting an increase in the permitted letter and logo height on the wall signs from 18" to 24", with no restrictions on color.

Finally, Baseline is requesting the removal of several trees in front of 185 Milwaukee Avenue to open up the view into the development and has requested to be relieved of the 2008 approved Landscape Plan. Director of Community Development McNellis said, in requesting referral of this PUD Amendment to the Zoning Board, staff is seeking Village Board comments and direction on whether or not the Architectural Review Board will be required to review the signage and landscaping portion of this request.

Mr. David LeCavalier, representing Baseline, came before the Board and said he was recently assigned the role of marketing and office leasing of the property in question and briefly reviewed the owner's requests.

Trustee McDonough said one of the e-mails in the packet was from a retailer mentioning the property set-backs being a problem and asked if removing the trees would be the solution. Mr. LeCavalier said removing the trees along with the sign changes would help make the property more visible. Trustee Saltiel agrees there are signage issues but would want Baseline to provide more specifics before agreeing to any changes. Trustee Saltiel said he would consider approving the

removal of the trees as long as a landscape plan is provided. Trustee Saltiel indicated he agrees with staff's recommendations for allowing only four sit-down restaurants at this time. Trustee Feldman said she agrees the set-backs are far and asked if it was possible to take the trees and move them to a different part of the property. Director of Community Development McNellis said Baceline is proposing to move the same amount of trees in inches to Olde Half Day Road. Trustees Feldman, Grujanac, Brandt and Servi said they were all in agreement with Trustee Saltiel regarding signage and landscaping and with staff's recommendations regarding the limit of four sit-down restaurants. Trustee Brandt asked if the sign package for Lincolnshire Commons can be provided as an example for Baceline. Director of Community Development McNellis confirmed staff will provide Baceline with the specifications for signage from Lincolnshire Commons.

Trustee McDonough asked if a tenant could come in and take over three or more spaces without Board approval. Director of Community Development McNellis said this could be done as long as the type of business utilizing the multiple spaces is a permitted use. Trustee McDonough agrees with staff's recommendation for limiting the use of fitness related facilities to prohibit a mega-gym. Mayor Blomberg said the Board would be willing to work with Baceline on the uses but thought any type of gym would be an issue with the ventilation and surrounding neighbors.

Trustee Saltiel brought up some maintenance issues on the site including concerns about brick pavers, the functioning of the fountain and recommended Baceline work with staff to get some of these issues addressed. Trustees Saltiel, McDonough and Brandt all agreed the site needs change to make it more successful.

There was a consensus of the Board to refer this to the Zoning Board and Architectural Review Board.

3.2 Finance and Administration

3.3 Public Works

3.31 Consideration and Discussion of the Acceptance of an extension of a Sanitary Main for properties on Duffy Lane (Mr. and Mrs. Michaels-2890 Duffy, Mr. and Mrs. Smyth-2880 Duffy Lane, and Mr. Bourbon-2870 Duffy Lane)

Director of Public Works Hughes said this is a procedural matter of accepting the sanitary sewer on Duffy Lane, which staff has inspected and recommends acceptance of the completed public improvements.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.32 Consideration and Discussion of an Ordinance Authorizing the Disposal of Surplus Vehicles and Equipment (Village of Lincolnshire)

Director of Public Works Hughes said this is an annual ordinance to dispose of surplus vehicles and equipment. This year the surplus vehicles and equipment include a Ford Explorer, a Ford Crown Vic, a dump truck, a hydraulic crimping machine, a truck wheel dollie and tool boxes for pick-up trucks.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.33 Consideration and Discussion of Award of a Unit Price Contract to Mark Meade Excavators of Grayslake, IL, to FJ Kerrigan Plumbing of Wilmette, IL and to Dimeo Brothers of Elk Grove Village, IL for Emergency Contractual Assistance (Village of Lincolnshire)

Director of Public Works Hughes explained staff is seeking to have unit prices in place for underground utilities, in case there is an emergency and contractors are needed to perform work. Director of Public Works Hughes noted other communities have jointly partnered in as part of the Municipal Partnering Initiative to secure contractors and unit pricing for emergency work.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.4 Public Safety

3.41 Consideration and Discussion of a Renewal Agreement Pertaining to the Regulation of Traffic and Parking at Aon Hewitt Associates, LLC (Village of Lincolnshire)

Chief of Police Kinsey said this agenda item is stated incorrectly, as this is a first time agreement and not a renewal. Officials at Aon Hewitt are seeking approval of this agreement due to parking problems on their property. Staff has collaborated with security at Aon Hewitt and devised a plan for parking restriction and signs.

Trustee Saltiel asked if the time frame of five years with an automatic renewal to three additional five year terms were similar with other agreements the Village currently has in place. Chief of Police Kinsey said

the current agreements all have the same time frames in place and noted there is an opt-out provision in the agreement if it is not what Aon Hewitt wants after the first five year term.

There was a consensus of the Board to place this item on the Consent Agenda for approval at the next Regular Village Board Meeting.

3.5 Parks and Recreation

4.0 **UNFINISHED BUSINESS**

5.0 **NEW BUSINESS**

5.1 Consideration and Discussion of Maintaining a Special Events Calendar on the Village of Lincolnshire Website.

Director of Community Development McNellis said this was a result of an Economic Development Site meeting with representatives from ECD that Mayor Blomberg and Trustee Grujanac attended. The request from ECD was for the Village to host a cultural and entertainment events calendar. It is proposed this could highlight events at a variety of venues and institutions throughout the community. Staff has been looking into what other communities do and they advertise many events, but not all advertise private events. If the Board is interested in pursuing this type of calendar, staff would work with Village Attorney Simon to develop a policy.

Trustee Brandt said she thought this was a good idea. Trustee Feldman agreed with Trustee Brandt and said she thought a calendar like this is needed. Trustee Servi expressed concern this could become an issue if the Village is promoting private for-profit organizations. Village Attorney Simon said if staff was in control of preparing the calendar and had parameters; this would not become an issue. Mayor Blomberg suggested starting with the policies currently in place and expanding on them. Trustee Grujanac said it would be a good idea to see other communities' policies. Trustee Brandt said she believes this will help interest people in visiting to the Village. Trustee Feldman said she had visited other community websites and some had weekly deals. Village Manager Burke said this would be to include the for-profit sponsored events and activities of interest or value in the community. Mayor Blomberg recommended staff work with Village Attorney Simon to develop a draft for the Board to review.

5.2 Director of Public Works Hughes said The Oaks of Lincolnshire property is for sale and the Park Board unanimously made a recommendation before the Village Board to obtain this property. Trustee Saltiel asked about the current purchase price of the property. Director of Public Works Hughes said the current asking

price is \$398,000. Trustee Brandt said this is not a desirable site, since it is under water much of the time. The Board agreed not to pursue obtaining the property at this time.

5.3 Trustee Brandt said she received an e-mail asking why there are no painted crosswalks from the Village Green to the new development in Vernon Hills on the west side of Milwaukee Avenue. Director of Public Works Hughes said there is no pedestrian signal at this light and to paint the crosswalks would be an expense to the Village. Director of Public Works Hughes noted Vernon Hills had been approached previously to partner with the Village on signal improvements; however, they have not indicated support for this project to date. Trustee Brandt said the Village recently received funds from real estate transfer taxes that were not contemplated in the budget, and suggested these funds might be spent on things like the crosswalks. Trustee Servi said a resident mentioned it to him as well and he thought this might be revisited in the budget. Trustee Brandt suggested preparing a list of items the Board might want to see funded as part of the budget process. Trustee Brandt asked if there was any TIF money left. Director of Community Development McNellis said there is no TIF money left to spend. Trustee Brandt suggested contacting IDOT or other political representatives to see if there is grant money or plans for this to be addressed.

5.4 Trustee Feldman asked about the Park Board's decision related to the request from Lincolnshire Sports Association for the per participation fee be reduced. Director of Public Work Hughes explained the reduction of per participation fees as not formally recommended by the Park Board but some other items were discussed and recommended for discussion at the FY2013 budget meetings.

7.0 ADJOURNMENT

Trustee McDonough moved and Trustee Saltiel seconded the motion to adjourn. The voice vote was unanimous and the Mayor declared the meeting adjourned at 8:20 p.m.

Respectfully submitted,

VILLAGE OF LINCOLNSHIRE

Barbara Mastandrea
Village Clerk